

# MEMORANDUM

Agenda Item No. 9(A)(6)

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**TO:** Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

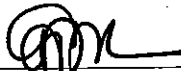
**DATE:** June 7, 2016

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Resolution approving an  
Implementing Order establishing  
fundraising guidelines for the  
Miami-Dade County Youth  
Commission

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The accompanying resolution was prepared by the Juvenile Services Department and placed on the agenda at the request of Prime Sponsor Metropolitan Service Committee.

  
\_\_\_\_\_  
Abigail Price-Williams  
County Attorney



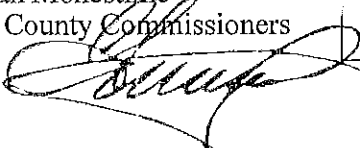
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# Memorandum



**Date:** June 7, 2016

**To:** Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Youth Commission Fundraising Policy and Guidelines Implementing Order

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## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve the attached Miami Dade County's Youth Commission (YC) Fundraising Policy and Guidelines Implementing Order.

## **Scope**

The impact of this implementing order is countywide in nature as it constitutes the policies and guidelines for fundraising by the YC.

## **Fiscal Impact/Funding Source**

If approved, this implementing order will not have a fiscal impact, as monies collected will be utilized for authorized purposes, including purchasing refreshments for Youth Commission sponsored events.

## **Social Equity Statement**

Pursuant to Resolution No. R-778-14, if approved, this implementing order will allow for the equitable and fair distribution of fundraised monies. YC will be able to fundraise in the specified manners for purposes such as the purchasing of refreshments for YC sponsored events.


## **Track Record/Monitoring**

The Juvenile Services Department is the managing entity overseeing this item and the person responsible is Jeannette Garcia-Amodeo, Special Projects Coordinator.

## **Background**

The YC is an advisory board to the Board. Youth Commissioners are high school students ages 15 through 18 who represent and articulate the needs of youth in Miami-Dade County. The YC advises the Mayor and Board on matters affecting the youth in the community.

In order to assist in carrying out youth-related activities, the YC has requested the ability to fundraise. The attached Implementing Order is in response to Resolution Number R-778-14, directing the County Mayor or the County Mayor's designee to prepare an Implementing Order with fundraising guidelines for the YC.

  
\_\_\_\_\_  
Russell Benford, Deputy Mayor



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

**DATE:** June 7, 2016

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 9(A)(6)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_ ) to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 9(A)(6)  
6-7-16

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING AN IMPLEMENTING ORDER  
ESTABLISHING FUNDRAISING GUIDELINES FOR THE  
MIAMI-DADE COUNTY YOUTH COMMISSION

**WHEREAS**, since, 2010, the Miami-Dade County Youth Commission (Youth Commission) has served as an advisory board to the Miami-Dade County Board of County Commissioners (Board); and

**WHEREAS**, Youth Commissioners are high school students ages 15 through 18 who represent and articulate the needs of youth in Miami- Dade County; and

**WHEREAS**, the Youth Commission advises the County Mayor and the Board on matters affecting youth in Miami-Dade County; and

**WHEREAS**, the Youth Commission has requested the ability to fundraise, in order to carry out its mission; and

**WHEREAS**, Board Resolution No. R-778-14, attached as Exhibit A, directs the County Mayor or the County Mayor's designee to prepare an implementing order with fundraising guidelines for the Miami-Dade County Youth Commission; and

**WHEREAS**, the Youth Commission and the County Mayor recommend the adoption of the Implementing Order which provides guidelines related to fundraising by the Youth Commission,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY  
COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:**

**Section 1.** The above recitals are incorporated in this resolution.

**Section 2.** The Board adopts the Youth Commission Fundraising Policy and Guidelines  
Implementing Order, in substantially the form attached as Exhibit B to this resolution.

The foregoing resolution was offered by Commissioner  
who moved its adoption. The motion was seconded by Commissioner  
and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman	
Esteban L. Bovo, Jr., Vice Chairman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 7<sup>th</sup> day  
of June, 2016. This resolution shall become effective upon the earlier of (1) 10 days after the  
date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective  
only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and  
the filing of this approval with the Clerk of the Board.

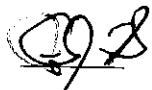
MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

Cynthia Johnson-Stacks



## MEMORANDUM

Agenda Item No. 11(A)(7)

**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** September 3, 2014

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Resolution directing the County Mayor to coordinate with the Ethics Commission to provide customized ethics training to the Youth Commission, to prepare an implementing order with fundraising guidelines for the Youth Commission, to coordinate an annual joint meeting of County Commissioners and Youth Commissioners

Resolution No. R-778-14

The accompanying resolution was prepared and placed on the agenda at the request of Co-Prime Sponsors Commissioner Barbara J. Jordan and Chairwoman Rebeca Sosa, and Co-Sponsors Vice Chair Lynda Bell, Commissioner Jose "Pepe" Diaz and Commissioner Audrey M. Edmonson.

  
\_\_\_\_\_  
R. A. Cuevas, Jr.  
County Attorney

RAC/lmp

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# MEMORANDUM

(Revised)

**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** September 3, 2014

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(7)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_ ) to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A)(7)  
9-3-14

RESOLUTION NO. R-778-14

RESOLUTION DIRECTING THE COUNTY MAYOR OR MAYOR'S DESIGNEE TO COORDINATE WITH THE ETHICS COMMISSION TO PROVIDE CUSTOMIZED ETHICS TRAINING TO THE YOUTH COMMISSION, TO PREPARE AN IMPLEMENTING ORDER WITH FUNDRAISING GUIDELINES FOR THE YOUTH COMMISSION, TO COORDINATE AN ANNUAL JOINT MEETING OF COUNTY COMMISSIONERS AND YOUTH COMMISSIONERS, AND TO ASSIST THE YOUTH COMMISSION IN PROVIDING ANNUAL REPORTS TO THE COUNTY COMMISSION, TO THE COUNTY'S STATE AND FEDERAL LEGISLATIVE DELEGATIONS AND TO MIAMI-DADE COUNTY PUBLIC SCHOOLS

**WHEREAS**, pursuant to Section 2-2060 of the Code of Miami-Dade County, the Miami-Dade County Youth Commission ("Youth Commission") is a County advisory board which engages youth in learning about government, as well as in representing and articulating the needs of local youth to government; and

**WHEREAS**, Youth Commission members are high school students; and

**WHEREAS**, pursuant to Ordinance No. 14-39, the Youth Commission may carry out fundraising activities in connection with or to support Youth Commission events, subject to approval of the County Mayor or the County Mayor's designee; and

**WHEREAS**, the County desires to provide members of the Youth Commission with sound opportunities to study local governance and to bring to government officials' attention the issues that matter to the County's youth,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board directs the County Mayor or the County Mayor's designee:

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**Section 1.** To coordinate with the Miami-Dade Commission on Ethics and Public Trust to provide customized ethics training to the Youth Commission.

**Section 2.** To prepare an implementing order establishing fundraising guidelines for the Youth Commission which shall include a non-exhaustive list of allowable uses for funds raised.

**Section 3.** To coordinate with the Office of the Chair of the County Commission and the Clerk of the Board to schedule a joint meeting with members of the Youth Commission and members of the Board of County Commissioners in April of each year.

**Section 4.** To assist the Youth Commission in providing annual reports in person in Miami-Dade County to the Board of County Commissioners, the Miami-Dade County Congressional Delegation, and the Miami-Dade County State Legislative Delegation, as well as to the School Board of Miami-Dade County Public Schools following approval of the School Board chair.

The Co-Prime Sponsors of the foregoing resolution are Commissioner Barbara J. Jordan and Chairwoman Rebeca Sosa, and the Co-Sponsors are Vice Chair Lynda Bell, Commissioner Jose "Pepe" Diaz and Commissioner Audrey M. Edmonson. It was offered by

Commissioner **Sally A. Heyman** , who moved its adoption. The motion was seconded by

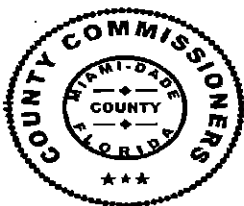
Commissioner **Lynda Bell** and upon being put to a vote, the vote was as follows:

	Rebeca Sosa, Chairwoman	aye	
	Lynda Bell, Vice Chair	aye	
Bruno A. Barreiro	absent	Esteban L. Bovo, Jr.	aye
Jose "Pepe" Diaz	absent	Audrey M. Edmonson	aye
Sally A. Heyman	aye	Barbara J. Jordan	aye
Jean Monestime	aye	Dennis C. Moss	aye
Sen. Javier D. Souto	aye	Xavier L. Suarez	absent
Juan C. Zapata	aye		

The Chairperson thereupon declared the resolution duly passed and adopted this 3<sup>rd</sup> day of September, 2014. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK



By: **Christopher Agrippa**  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

A handwritten signature in cursive script, appearing to be "E. Resnik", written over a horizontal line.

Estephanie Resnik

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**IMPLEMENTING ORDER No. 3-62**

**Title:** Youth Commission Fundraising Policy and Guidelines

**Ordered:**

**Effective:**

**AUTHORITY:**

Sections 1.01 and 2.02 of the Miami-Dade County Home Rule Amendment and Charter, Section 2-2061 of the Code of Miami-Dade County, and Board of County Commissioners Resolution No. R-778-14.

**POLICY:**

The Miami-Dade County Youth Commission is an advisory board to the Miami-Dade County Board of County Commissioners. Members of the Miami-Dade County Youth Commission and its committees (collectively, the "Youth Commission") are high school students, ages 15 through 18. The Youth Commission provides the youth of Miami-Dade County with a vehicle to learn about government, participate in the process of Miami-Dade County government, and represent and articulate the needs of youth in the County, as well as to advise the Mayor and Board of County Commissioners on matters affecting the youth and teen population.

Pursuant to Section 2-2061 of the Code of Miami-Dade County, the Youth Commission may carry out programming, educational functions, events, travel-related activities and fundraising activities in connection with or to support Youth Commission events, subject to approval of the County Mayor or the County Mayor's designee.

All Youth Commission fundraising projects, including a work plan initiated by one or more Youth Commissioners or by a Committee of the Youth Commission, must be presented, together with the detailed proposal form attached hereto as Appendix A, for approval to both the Miami-Dade County Youth Commission Executive Committee and to the County Mayor or the County Mayor's designee (Miami-Dade County Juvenile Services Department or JSD staff) for approval at least 40 days before the start date of the proposed activity. If both Executive Committee's and the County Mayor or the County Mayor's designees approvals are received, the proposed fundraising project will then be submitted to the Miami-Dade County Youth Commission as a whole for

consideration and possible approval. The fundraising project shall not proceed unless it is approved both by at least 15 members of the Youth Commission and by the County Mayor or the County Mayor's designee. All fundraising proposals developed by two or more Youth Commissioners, or approved by the Youth Commission or any committee shall be developed or approved at a meeting held in compliance with the Sunshine Law. When reviewing the proposed fundraising project, factors for consideration shall include, but not be limited to, the good name and reputation of the Miami-Dade County Youth Commission, as well as the safety and well-being of the Miami-Dade Youth Commissioners and others who participate in the fundraising event.

#### **PURPOSE:**

The purpose of this Implementing Order is to provide fundraising guidelines for the Youth Commission, which shall include a non-exhaustive list of allowable uses for funds raised; to ensure appropriate review of Youth Commission fundraising activities; and to provide guidelines for the collection and management of all monies fundraised by the Youth Commission.

#### **NON-EXHAUSTIVE LIST OF POSSIBLE FUNDRAISING ACTIVITIES:**

Fundraising activities that the Youth Commission may engage in include, but are not limited to:

- letter writing campaigns to organizations and corporations for the purpose of soliciting donations and sponsorships;
- presentations to businesses and organizations for the purpose of soliciting donations and sponsorships;
- fundraising activities on school grounds pending approval by the school principal and the Region Superintendent; and
- Benefit shows or performances for the community.

#### **NON-EXHAUSTIVE LIST OF ALLOWABLE USES FOR FUNDS:**

- Refreshments for Youth Commission sponsored events or specific youth commission retreats and special meetings

**LEGAL COUNSEL AND REVIEW BY APPROPRIATE COUNTY OFFICES:**

JSD staff may request that fundraising projects, including work plans, be submitted to the Office of Risk Management and/or the County Attorney's Office for review, as well as to any other County office for review as may be appropriate.

JSD staff will seek legal counsel, as needed, from the County Attorney's Office.

**SAFEKEEPING OF FUNDS:**

All monies raised through approved fundraising projects will be received and handled by designated JSD staff. Any checks received through approved fundraising projects shall be made payable to Miami-Dade County, Florida. These monies will be promptly deposited in a Youth Commission Trust Fund established within the Finance Department.

At no time and under no circumstances will monies be kept at the homes of any member of the Miami-Dade County Youth Commission or of a Youth Commission Committee.

Approved by County Attorney as \_\_\_\_\_  
To form and legal sufficiency.

**APPENDIX A:**

**YOUTH COMMISSION FUNDRAISING DETAILED PROPOSAL FORM**

**NAME(s) OF YOUTH COMMISSIONER(s)** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PROPOSED YOUTH COMMISSION PROJECT FOR WHICH FUNDS ARE NEEDED** \_\_\_\_\_

**DATE OF PROPOSED PROJECT** \_\_\_\_\_

**PROPOSED AMOUNT GOAL** \_\_\_\_\_

**START DATE OF FUNDRAISING ACTIVITY** \_\_\_\_\_

**END DATE OF FUNDRAISING ACTIVITY** \_\_\_\_\_

**DETAILED EXPLANATION OF FUNDRAISING ACTIVITY TO INCLUDE NAMES OF PARTICIPATING YOUTH COMMISSIONERS, LOCATION, AND DATE, IF APPLICABLE**

**Date of Executive Committee Approval:**

\_\_\_\_\_

**APPROVAL BY MAYOR OR MAYOR'S DESIGNEE:**

\_\_\_\_\_

\_\_\_\_\_

**Date**

**APPROVAL BY MIAMI-DADE COUNTY YOUTH COMMISSION**

\_\_\_\_\_

**Date**